

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
FORT SAM HOUSTON, TEXAS 78234-5014**



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 9

4 Mar 04

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

1 Feb 04 to 31 Mar 04—AMEDDC&S

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

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5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R (Joint Ethics Regulation) to review the job duties of each newly assigned employee (military or civilian) and report the name on the Confidential Financial Disclosure Report to the AMEDDC&S & FSH Ethics Counselor. The employee is required to file an OGE Form 450 no later than 30 days of assuming his or her new position. Forms are sent to the Office of Staff Judge Advocate, ATTN: MCCS-BJA-AL, 1306 Stanley Road, Stop 19. Note that an employee may not be a new employee, but may be assigned a new duty which now requires the filing of an OGE Form 450. The OGE Form 450 may be obtained from the Intranet at <http://www.cs.amedd.army.mil/sja/Ethics.asp> or from the AMEDD Electronic Forms Support System (AEFSS). The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-/1-2373/0485)

6. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372: In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, entry into these facilities or use of the adjacent parking areas is prohibited. Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

7. SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING:

IAW Army regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

***NOTE TIME CHANGES:**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
02 June 2004	Blesse Auditorium	*0900-1000
29 September 2004	Blesse Auditorium	*0900-1000

(Duration of training approximately 1 hour). The purpose of publishing the above schedule is to allow DA Personnel time to arrange their work/personal schedules in order to attend the SAEDA briefings. For more information, the POC is Mr. Elbert Lewis, AMEDDC&S & FSH Security Office, 1-8200/8199 located in Aabel Hall, Suite 025/113. (MCCS-BHR-SS/1-8200/8199)

8. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE: Beginning on 1 April 2003, the Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road will be available for walk in consultations with an attorney from 0900–1100, Monday, Thursday, and Friday. Active duty personnel **in uniform** will have priority. Walk-in wills service will be provided on Wednesdays starting in the mornings from 0900-1100 and continuing in the afternoon from 1330–1530. Scheduled appointments are available one week in advance based on the availability of attorneys' schedules. Notary service and power of attorney services are available from 0800–1600, Monday through Friday. **THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS.** For further information, please call 1-2353/2282.

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9. LEVEL 1 ANTITERRORISM AWARENESS TRAINING SCHEDULE: The scheduled date for the OCONSUS Level 1 Antiterrorism Awareness Training is 6 October 2004. Scheduled date is subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Antiterrorism Awareness Training Sessions. This training is for travel outside the 50 United States, its territories, and possessions; and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within **two** months of travel. There are approximately 50 personnel assigned to Fort Sam Houston who have attended a Unit Advisors Course who may be certified as a Antiterrorism Awareness Instructor. Each command/activity that has the responsibility to brief their personnel. Each command should review DOD Instruction 2000.16, DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC for this information is Mr. Lewis, 1-8200/8199. (MCCS-BHR-SS/ 1-8200/8199)

10. TRICARE 2004 BRIEFINGS: TRICARE is the Military Health Care System that covers **Active Duty and Family members, Retirees and Family members under age 65, and Retirees and Family members age 65 and older.** Information will be available at the following facilities to discuss the health care options for TRICARE beneficiaries **by age groups.**

BRIEFINGS FOR THOSE UNDER AGE 65

Randolph AFB in the Ballroom at the Family Support Center, 555 F St West

18 May 2004, from 1300-1500

Fort Sam Houston-Brooke Army Medical Center Auditorium, 4th Floor

15 April 2004, from 1700-1900

BRIEFINGS FOR THOSE NEARING AGE 65, AGE 65 AND OVER (TRICARE FOR LIFE BRIEFINGS)

Fort Sam Houston-Brooke Army Medical Center Auditorium, 4th Floor

17 June 2004, from 1700-1900

For additional questions regarding these briefings, please call 1-800-406-2832 or visit our website at www.hnfs.net

11. FY 2004 OFFICER CANDIDATE SCHOOL (OCS) SELECTION BOARDS: PERSCOM has announced the dates for the next years OCS Selection Boards (FY04). All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense dates listed below.

APPLICATION SUSPENSE

24 March 2004

28 July 2004

OCS BOARD DATES

7 April 2004

11 August 2004

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The POC for complete OCS application information is Mr. Gaines, Personnel Management Branch, Bldg 2263, Room B99, 1-1839. (MCCS-BHR-MM/1-1839)

12. OFFICER EDUCATION SYSTEM (OES) CHANGES: Command and General Staff Officer's Course (CGSOC) Curriculum Revision-Non-Resident Course Begins June 2004.

Current Intermediate Level Education (ILE) for Army officers is designed to meet the requirements detailed by the Army Training and Leader Development Panel (ATLDP) with additional input from the CGSC-sponsored Needs Analysis. The new program, delivered by the ILE teaching team, will provide the Army with adaptive field grade leaders prepared to serve effectively at all levels of command and throughout the entire spectrum of operational environments.

The fundamental building blocks of the course are based on FM 22-100's seven leadership competences (Interpersonal, Conceptual, Technical, Tactical, Influencing, Operating, Improving) and are integrated into force-oriented constructs (build/change/resource the force, train the force, deploy the force, project the force, fight the force, sustain the force, and lead the force).

ILE will be offered at Fort Sam Houston as a non-resident program taught by the 11th Battalion (CGSOC), 6th Brigade (PD), 95th Division (IT). This program is available to all eligible Active Duty, National Guard, and Reserve Officers.

Non-resident ILE consists of three sequential Phases over a period of 13 months. Phase I is a two week class conducted at Fort Leavenworth, Kansas starting June 2004. Phase II starts in October 2004 and ends May 2005. The classes for Phase II will be offered at Fort Sam Houston and consist of one of four hour classes of instruction one night per week, or two eight hour classes offered one full weekend per month. Students may select the class option that best suits their personal requirements. Phase III is a two week class offered again at Fort Leavenworth, Kansas in June 2005. Students will graduate from ILE during Phase III.

Officers holding the rank of Captain (P), Major, or above are eligible to enroll in this class. Contact LTC Lowell Larson, USAR, 210-679-6393, Lowell.larson@us.army.mil, if you would like to attend non-resident ILE. A correspondence version of this course of this course will be available FY 06.

13. NATIONAL PRAYER BREAKFAST: Our annual National Prayer Breakfast will be 9 March 2004 at 0645-0800 at the NCO Club. Our guest speaker will be the nationally renowned CH (MG-Ret) Matthew A. Zimmerman, retired Chief of Chaplains. Our theme is "One Nation Under God." The National Prayer Breakfast was started by Franklin D. Roosevelt to pray for our nations leaders, armed forces, and Americans to insure that God's presence and favor were with them. Tickets will be distributed to the Sergeant Major of each unit. Donation will be \$2.00. For more information on this event, please contact CH Mitchell at 221-2755 or SGT Williams at the Installation Chaplain's Office at 221-5005.

14. HURRY! TAX SEASON REACHES MIDPOINT: With the arrival of March, taxpayers are reminded that only six weeks remain in the Tax Year 2003 filing season. Taxpayers that have sought to avoid the occasionally painful process of tax preparation as long as possible should take note that the opportunity for free tax preparation and electronic filing will soon pass. The Fort Sam Houston Main Tax Assistance Center will close 17 April 2004 and the BAMC Satellite Tax Center will close 16 April 2004.

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To date, the Fort Sam Houston Tax Assistance Center has prepared over 1,500 federal income tax returns for soldiers and retirees in the Fort Sam Houston Community. A total refund amount of over two million dollars has been placed back into the pockets of these individuals. Although preparation and filing are free at the Tax Center, our taxpayers would have paid over \$200,000 using commercially available services.

The Fort Sam Houston Main Tax Assistance Center sees new clients at 0900 and 1300 Tuesday through Saturday. Approximately twenty-five clients can be seen during each session. All interested in this service are encouraged to visit either the Main Tax Center or the BAMC Satellite Tax Center as soon as possible. While both tax centers currently have available tax preparation slots, demand is expected to increase as April 15th approaches.

The Main Fort Sam Houston Tax Assistance Center (TAC) is located in the Officer's Club, Bldg 407 on Dickman Road. The Tax Assistance Center is open Tuesday through Saturday from 0900-1630, and will remain open until 17 April 2004. The Main Tax Assistance Center sees a limited number of clients each day with priority given to active duty in uniform. Sign-in sessions begin at 0900 and 1300. The BAMC Satellite Tax Center is located in room 513-07 on the 5th floor and is open from 0900-1600, Tuesday through Friday. The BAMC Tax Center closes on 16 April 2004.

SEE ENCLOSED FLYER FOR MORE INFORMATION.

15. CASH AND CARRY SALE OF NAF PROPERTY AND EQUIPMENT: NAF will conduct a cash and carry sale of serviceable equipment and property on 10 March 2004, in Bldg 4205, Bay "B," from 0800 to 1500. All property sold as is/where is. **NO REFUNDS!** Check the Fort Sam News Leader for a list of sale items. For more information or questions, please call the MWR Warehouse Supervisor at 1-4449/4950. The POC is Lonnie O'Haver at 1-4449.

16. 2004 ARMY EMERGENCY RELIEF (AER) FUND CAMPAIGN: There will be a "Kick-Off" meeting for project officers and key workers for this years campaign at 1000 on Tuesday, 9 Mar 04, at the Roadrunner Community Center, Bldg 2797, Stanley Road. Details for conducting the campaign will be discussed and campaign materials will be distributed at that time. Names of selected project officers and key workers should be reported to the AER office NLT 8 Mar 04. For additional information or questions, please call the AER office at 1-1612/1474. (6/6)

17. MISSING ITEMS: The following items are missing from the Department of Combat Medic Training, G Co, 232 Med Bn, 32d Med Brigade:

<u>ITEM</u>	<u>SN</u>	<u>BLDG</u>
Bar Code Reader	SA0040773J	1374
Projector Panasonic	SL22330045	1375
HP Printer C4118A		
Laser Jet	USMB189021	1375
Monivis Television		
DM5948	66102585961	1375
Dell Computer Laptop		
ECN 014849	CN-08C646-12961-1AK-5941	1375
Dell Computer Laptop		
ECN 014851	CN-08C646-12961-1AK-6135	1375

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The POC for this information is MAJ Wilbur, 210-221-3118 or DSN 471-3118. (3/3)

18. MISSING ITEM: The HQ CO, Special Troops BN, has a missing Hewlett Packard Laptop, NBK HP OMNIBK XXE-2, SN: TWO3805349. Item was last seen in HQ CO, Special Troops BN Supply Room in BLDG 157. Hand receipt holder is CPT Takako Barrell, the company commander for HQ CO, Special Troops BN. The POC for this information is SSG Fisher, 1-0856, or CPT Barrell, 1-0856. (3/3)

19. LOST LAPTOP: There is a laptop missing from Camp Bullis, BLDG 6143. The model is a DELL Laptop, SN: GHMLT11. Anyone having information on missing item, please contact Mr. Clarence Williams, 295-7735. (2/3)

**FOR THE COMMANDER:
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